

**United States District Court  
District of Kansas  
Vacancy Announcement #T10-1**

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**Position: Courtroom Deputy**  
**Announcement: T10-1**  
**Location: Topeka, Kansas**  
**Issue Date: March 5, 2010**  
**Closing Date: Open until filled**

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**Classification Level / Salary Range**

CL 26/1 - CL 27/61 (\$41,786 - \$74,628)\*

\*Indicates full salary range, starting salary commensurate with experience

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**Position Overview**

The Courtroom Deputy is an employee of the clerk's office assigned to U.S. District Court Judge Julie A. Robinson. Courtroom Deputy functions include, but are not limited to, the following:

Manages the court's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. Updates and manages the electronic case database system and keeps the judge and immediate staff informed of case progress.

Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel.

Attends court sessions and conferences, serves as bailiff and coordinates jurors. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, ensuring the presence of all necessary participants and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval.

Acts as a liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials and other case processes. Performs other duties as required by the judge and the clerk's office.

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## **Qualification Requirements**

High school diploma or equivalent, and one year of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Fast-paced and challenging position requires incumbent to present a professional demeanor at all times, possess strong organizational, analytical, verbal and written communication skills. The successful applicant will be familiar with the policies and procedures of the court. Personal computer experience and familiarity with the court's computer systems is preferred.

Employment is subject to a favorable outcome of a background investigation.

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## **Employee Benefits**

1. 13 days paid vacation for the first three years.
  2. 20 days paid vacation after three years.
  3. 26 days paid vacation after fifteen years.
  4. 13 days paid sick leave.
  5. 10 paid holidays.
  6. Choice of healthcare coverage, including dental & vision coverage.
  7. Life insurance options.
  8. Participation in the Federal Employees Retirement System.
  9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
  10. Participation in the Long Term Care Insurance plan.
  11. Participation in the Flexible Benefits Program.
  12. Free parking.
  13. Free onsite fitness center.
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## **How to Apply**

To apply for this position, applicants must submit a cover letter, resume and the District of Kansas Supplemental Information Form to: [ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov)

The email subject line should state "Vacancy Announcement T10-1."

The District of Kansas Supplemental Information Form can be found on our website under the "Employment" tab at: [www.ksd.uscourts.gov](http://www.ksd.uscourts.gov).

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## **INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work in the United States. THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.